

# **Career and Technical Education Teacher Certification FAQ**

**Revised 9/10/2013**

## **DEFINITIONS**

**Annual Occupational Authorization (AOA):** An authorization issued to a school district allowing an uncertified individual to instruct a class in a state-approved career and technical program for one year.

**Credit Track Annual Occupational Authorization:** An authorization issued to a school district allowing an uncertified individual to instruct a class in a state-approved career and technical program for up to 8 consecutive years.

**Certification:** Achieved after completing a planned program of study at an approved educator preparation institution. Required to teach in a general education and/or CTE classroom.

**Contracted Instruction for CTE:** An agreement between ISD/RESA and an educational provider to deliver instruction to high school students being reported in a state-approved CTE program.

**Endorsement:** Teachable area on a teaching certificate.

**License:** Can be any of the licenses issued by the state Department of Education; Interim Occupational Certificate, Occupational Education Certificate, Full Occupational Authorization, Full Vocational Authorization, Provisional Certificate, Professional Education Certificate, Continuing Certificate.

**Interim Occupational Certificate:** The initial certificate. Valid for six years. Two renewals available; each for 3 years.

**Occupational Education Certificate:** The advanced certificate. Valid for five years.

**Full Occupational (formerly Vocational) Authorization:** The advanced certificate. Never expires. No longer issued.

**Permit:** Substitute, Full Year, Emergency, Expert in Residence, 1233b; for general education only.

**Professional Certificate:** The advanced general education certificate. Valid for five years.

**Provisional Certificate:** The initial general education certificate. Valid for six years. Two renewals available; each for three years.

## **MICHIGAN ONLINE EDUCATOR CERTIFICATION SYSTEMS (MOECS)**

### **What is MOECS?**

The Michigan Online Educator Certification System is a website for all certified employees in the Michigan K-12 system, [www.michigan.gov/moeecs](http://www.michigan.gov/moeecs). FAQ's specific to MOECS are available at: [http://www.michigan.gov/mde/0,4615,7-140-6530\\_5683\\_57223-247108--,00.html](http://www.michigan.gov/mde/0,4615,7-140-6530_5683_57223-247108--,00.html)

Administrators need two MEIS accounts for MOECS.

1. Create an account for your personal Michigan certifications.
2. Create an account for managing the teachers under your authority.

## **TEACHER CERTIFICATION ENDORSEMENTS**

### **What are ALL of the options for teaching in Michigan state approved CTE programs?**

1. Interim Occupational Certification/Occupational Education Certification plus Provisional Certification/Professional Certification/Continuing
2. Interim Occupational Certification/Occupational Education Certification
3. Annual Occupational Authorization (AOA)
4. Community College Faculty (Annual Notification to OCTE)
5. Contracted Program with Business and Industry (requires an AOA)

### **What type of teacher certification endorsement is needed for each Michigan state approved CTE program?**

The CIP specific endorsement on the occupational certificate is required. See "***CIP Program Endorsements for CTE Instruction***" for specific occupational CIP Code endorsements at:

[http://www.michigan.gov/documents/mde/CIP\\_Program\\_Endorsements\\_for\\_CTE\\_Instruction\\_428077\\_7.pdf?20130725081450](http://www.michigan.gov/documents/mde/CIP_Program_Endorsements_for_CTE_Instruction_428077_7.pdf?20130725081450)

## **INTERIM OCCUPATIONAL CERTIFICATION/OCCUPATIONAL EDUCATION CERTIFICATION**

### **What is an occupationally certified teacher allowed to teach?**

The teacher is only allowed to teach in the Michigan state approved CTE programs related to his/her endorsement.

### **Is an occupationally certified teacher allowed to teach in Michigan state approved CTE programs that are not reporting enrollment?**

Yes, an occupationally certified teacher is allowed to teach in a Michigan state approved CTE program even if the district is not reporting enrollment.

## **PROVISIONAL CERTIFICATION/PROFESSIONAL CERTIFICATION/CONTINUING CERTIFICATION**

### **Is a Provisional certified/Professional certified/Continuing certified teacher allowed to teach in Michigan state approved CTE programs?**

No, unless the teacher also holds the appropriate Occupational Certificate or has 4,000 hours of recent and relevant work experience as defined under Annual Authorization.

Without the Occupational Certification or Annual Occupational Authorization, the teacher is only allowed to teach elective courses under his/her specific endorsements as defined on the MDE document titled, "Classes that Can be Taught by Holders of Various Endorsements, as Impacted by NCLB" at:

[www.michigan.gov/documents/mde/Classes Taught\\_396034\\_7.doc](http://www.michigan.gov/documents/mde/Classes_Taught_396034_7.doc)

## **ANNUAL OCCUPATIONAL AUTHORIZATION**

### **What are the advertising requirements for AOA?**

Minimally, the district must follow local policies and advertise the posting at a university.

### **How many hours of work experience are required for a district to receive Annual Occupational Authorization for a teacher?**

The teacher must have a high school diploma and 4,000 hours of recent and relevant work experience within the past six years.

**How does an administrator determine if a teacher's work experience is relevant?**

The teacher's work experience must be related to the CIP program standards.

**When must a school district apply for Annual Occupational Authorization in MOECS?**

A school district must apply for Annual Occupational Authorization (AOA) prior to placing the AOA teacher in the classroom. The earliest a district may apply is August 1<sup>st</sup>. See Annual Occupational Authorization Process for State Approved CTE Programs at: [http://www.michigan.gov/documents/mde/Visio-Flow\\_Chart\\_AVA-Credit\\_Track\\_AVA\\_1\\_428080\\_7.pdf?20130725081450](http://www.michigan.gov/documents/mde/Visio-Flow_Chart_AVA-Credit_Track_AVA_1_428080_7.pdf?20130725081450)

**Is there a limit to the number of years a teacher may be Annually Occupationally Authorized (AOA)?**

No, but the 4,000 hours of work experience must remain current within the six year window from the date of the application as the years progress.

**What is credit track?**

Once a teacher is annually authorized, the teacher must enroll in a CTE Teacher Preparation Program related to the Michigan CIP Approved Program which he or she is teaching. Annually, the teacher must successfully complete one credit defined in the related teacher preparation program between September 1 and August 31. The teacher must complete the program within 8 consecutive years.

Provided the teacher is annually and continually enrolled and completing credit in an approved occupational educator preparation program, leading to certification, the district is not required to post and advertise the position for up to 8 years. The district has the option to post and advertise the position. The years on an annual occupational authorization do not count as years on credit track.

If a teacher does not make annual adequate progress, the teacher is off the credit track and the district is required to annually post and advertise. If a teacher is removed from credit track they may be placed on an AOA if their relevant work experience is recent. That means within the previous 6 years from the date of the new application.

**Does a teacher need to attend a specific teacher preparation institution to qualify for credit track?**

Yes, Michigan has a list of approved educational institutions and the related CIP Certification at:

[http://www.michigan.gov/documents/mde/EPI\\_Approved\\_CIPS\\_9.1.12pdf\\_397855\\_7.pdf](http://www.michigan.gov/documents/mde/EPI_Approved_CIPS_9.1.12pdf_397855_7.pdf)

**If a teacher is on Annual Occupational Authorization (AOA) credit track and is successfully meeting the requirements, can a district choose to still post and advertise the position?**

Yes, the district could post and advertise the position. The reason that the person has to be on an AOA the first year is for you to be sure that the person is a good fit. Circumstances change and what was once a good fit may no longer be; however, MDE cautions the district to discuss this issue with the district legal counsel first.

**If a teacher is on AOA, has received an approved program of study toward an occupational certification and has successfully completed coursework, when should the yearly credit track documentation be submitted?**

The application has to be submitted in MOECS prior to the instructor entering the classroom. The earliest date that can be done is August 1st. If documentation is available at that time mail it to the address below. If the documentation is not immediately available the AOA instructor can still begin teaching in the classroom. However, the documentation must be mailed as soon as possible. The AOA instructor must have the university mail an official transcript and/or a bridge letter if applicable. If a bridge letter has been previously submitted to MDE, no need to resend. Mailing address for all AOA credit track documentation is:

Michigan Department of Education  
Office of Professional Preparation Services  
ATTN: Deb Ryan  
PO Box 3008  
Lansing, MI 48909

Once MDE-Office of Professional Preparation Services receives and approves the documentation, the pay fee link will be sent via email to the address in the instructor's profile in MOECS.

**May a teacher use credit from an undergraduate program that is not on the approved list of occupational teacher preparation institution?**

Yes, if the teacher preparation program plan includes the completion of their undergraduate degree, those courses from that institution can count towards the annual progress of credit track.

**If the teacher fails to make annual progress towards credit track, can a district reapply for credit track?**

If the teacher fails to make annual progress towards credit track, they are no longer eligible for credit track again, with any district.

**May a teacher's credit track be transferred from one district to another?**

Yes, the district must contact the Michigan Department of Education Office of Professional Preparation Services to transfer the agreement.

**How can a CEPD Director or District keep informed if MDE rescinds an authorization of an AOA teacher?**

CEPD Directors may run reports showing the status of all AOA and Credit Track AOA applications through MOECS. This requires:

1. A 2<sup>nd</sup> MIES account if you also hold an administrator and/or teaching certificate. Administrators need 2 accounts. One for personal use and one for school district use.
2. Submit a MEIS Security Agreement Form to gain access to MOECS as a school district user. See:  
[http://www.michigan.gov/documents/mde/SchoolDistrictSchoolsSecurityAgreement\\_343615\\_7.pdf?20130725110936](http://www.michigan.gov/documents/mde/SchoolDistrictSchoolsSecurityAgreement_343615_7.pdf?20130725110936)
3. Fax form to MDE at 517-373-0542. You will receive an email when access has been granted.
4. Log into MOECS. You will see that you are logged in as the school.
5. Click on Reports on the left.
6. Click on Annual Authorization Report.
7. Choose the school year.
8. Leave the rest at the "Select" option. By not selecting a particular type of AOA you will get a report that shows the status of all types.
9. Click View Report.

**What can a CEPD Director do if there are AOAs in pending or rescinded status?**

**For AOAs in pending status:** CEPD Directors should notify the local district administrator, if applicable and the teacher that the AOA fee has not yet been paid.

**For AOAs in rescinded status:** CEPD Directors should notify the district administrator, if applicable, to remove the teacher from the classroom until the fee has been paid. Your school could face a state aid penalty for everyday that an uncertified/unauthorized teacher is in the classroom.

**You have the ability to manage the AOA by:**

1. Logging into MOECS. You will see that you are logged in as the school.
2. Click on Apply for AOA on the left.
3. Staying on the left, click on Manage AOA.
4. Enter the social security number for the individual who is in pending or rescinded status and click enter.
5. The application will appear. You may either:

- a. pay the fee, or
- b. delete the application, or
- c. send a reminder email. (If choosing the email option, it is suggested that you click on Manage Demographics first to be sure that the email address for the individual is correct. Notify the individual that a new pay fee link is being sent to their email.

## **COMMUNITY COLLEGE (ANNUAL NOTIFICATION TO OCTE)**

### **What are the requirements for post-secondary instruction for secondary CTE programs?**

The CEPD Director must send a letter identifying the Michigan State Approved CTE Programs and the legal names of the post-secondary faculty that are providing the instruction on an annual basis.

## **CONTRACTED INSTRUCTION**

### **What are the requirements for contracting CTE program instructional service?**

The district must complete the Annual Occupational Authorization, but is NOT required to post and advertise. This applies to contracted programs such as, cosmetology, Emergency Medical Technician (EMT) or when the college faculty is teaching at the high school.

## **SUBSTITUTE TEACHING**

### **What are the occupational annual occupational authorization substitute teacher options?**

1. A Day-to-Day AOA Certification is available if the substitute has 2,000 hours of recent and relevant work experience in the past 6 years.
2. A Long-Term AOA Certification is available if the substitute has 4,000 hours of recent and relevant work experience in the past 6 years.

### **What are the Family and Consumer Sciences annual occupational authorization substitute teacher options?**

None. The substitute teacher may meet emergency criteria, but will not be eligible for vocational funding.

## **MICHIGAN OCCUPATIONAL COMPETENCY ASSESSMENT CENTER (MOCAC)**

### **What is purpose of MOCAC?**

The Michigan Occupational Competency Assessment Center (MOCAC) was established in 1977 and administers a wide range of nationally recognized assessments to certify occupational competency. Michigan colleges and universities may use the assessment results to equate valuable work experience to academic credit, to update old work experience, and also to meet teacher certification requirements for subject matter testing. Employers have used the assessment to evaluate existing employees for promotion and merit awards. For additional information: <http://www.mocac.com/navigations/5>

The MOCAC website has a Q & A: <http://www.mocac.com/navigations/8>